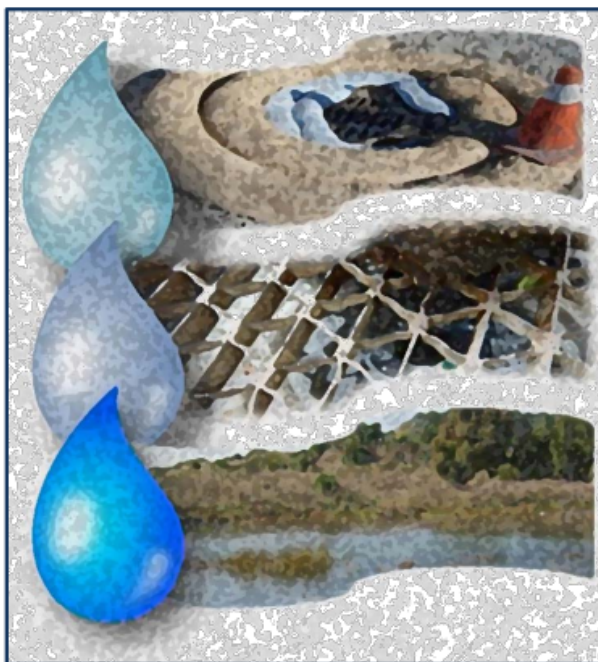




# STATEWIDE INDUSTRIAL AND CONSTRUCTION GENERAL PERMIT

## DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE APPLICATION AND REPORT TRACKING SYSTEM (SMARTS) DATABASE

# MANAGING AND LINKING USERS



**Last Revised: March 11, 2021**

## SMARTS Managing and Linking Users Steps:

The State Water Board's Storm Water Multiple Application and Report Tracking System (SMARTS) was built to allow the Legally Responsible Person (LRP) to link additional users to assist the Legally Responsible Person (LRP) in managing new and existing Permit Registration Documents (PRDs). The Legally Responsible Person (LRP) can link any number of Duly Authorized Representatives (DARs) and/or Data Entry Persons (DEPs) to their organizations. The initial Legally Responsible Person (LRP) can also link up to two back up Legally Responsible Persons (LRPs) per organization.

SMARTS allows a Legally Responsible Person (LRP) to have multiple organizations under one User ID therefore allowing additional flexibility when linking Duly Authorized Representatives (DARs) or Data Entry Persons (DEPs) to different organizations and applications. A Legally Responsible Person (LRP) with multiple organizations can link Duly Authorized Representatives (DARs) or Data Entry Persons (DEPs) to one, some, or all organizations. Once a Duly Authorized Representative (DAR) and/or Data Entry Person (DEP) is linked, they can begin initiating new Permit Registration Documents (PRDs) for the Legally Responsible Person (LRP). Duly Authorized Representatives (DARs) have the authorization to certify and submit reports on behalf of the Legally Responsible Person (LRP) (Data Entry Persons (DEPs) do not). Duly Authorized Representatives (DARs) can also link Data Entry Persons (DEPs) but cannot link other Duly Authorized Representatives (DARs) to an organization or Waste Discharge Identification (WDID) number.

1. Please log into [SMARTS](https://smarts.waterboards.ca.gov) (<https://smarts.waterboards.ca.gov>):

**NOTE:** Please use SMARTS in Microsoft Edge

California Water Boards  
State Water Resources Control Board

Board Programs Drinking Water Water Quality Water Rights Notices Water Boards Search

Stormwater Multiple Application and Report Tracking System  
**SMARTS**

**SMARTS LOGIN**

User ID:

Password:

Login Create Account

[Forgot User ID or Password](#)

Browser Requirements: SMARTS works best with Microsoft Edge. The use of other browsers may cause unexpected errors.

Public User Menu Permit FAQs SMARTS Resources Email SMARTS Help

2. From the Main menu select “Manage Linked Users”:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: Rebecca Greenwood - .  
If this account does not belong to you, please log out.

Help Logout

Navigate To:

Welcome to the Storm Water Multiple Application and Report Tracking System - SMARTS

Select Program to Access

- Construction General Permit
- Industrial General Permit
- Municipal Phase I Permit
- Municipal Phase II Permit
- Caltrans MS4 Permit
- Documents Ready for Certification
- Reports
- Manage Linked Users**
- Outstanding Invoices
- Recertification
- Update User Profile
- Public Search Menu

Last 10 Records Previously Saved

Application ID	Permit Type	Document Type	Facility Name	Status
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3. The page displays SMARTS users currently associated with your organization(s). If you need to modify SMARTS users that are currently linked, please go to Step 11 in this guide.

To link a new SMARTS user, select “Link New User”:

Managed Linked Users

This page allows you to manage users associated with your organization(s).

Below are the user(s) currently associated with your organization(s). Click on the person's name to add or remove organization(s) or application(s). To add a person not listed below, click on the Link New User button.

**Link New User** Back to Main Menu

Account ID	Name	Business Name
<a href="#">628560</a>	Test, RWQCB	
<a href="#">655340</a>	Test SB, Test SB	Test Owner

4. Enter the User ID<sup>1</sup> of the SMARTS user you would like to link to your organization(s) and select “Go to Step 2”:

Manage Linked User

Step 1 of 4: Enter the UserID of the person you would like to link to your organization.

User ID:

**Go To Step 2** Back To Manage Linked User

<sup>1</sup> **NOTE:** User ID's are case sensitive. Please be sure to enter the ID exactly according to the case sensitive rule. User accounts can be linked to multiple organizations at one time. You should not create multiple accounts to link to different organizations if this has occurred please contact the Stormwater Help Desk to reconcile the accounts.

5. Review that the information is correct to the User ID entered. Select the organization<sup>2</sup> and assign the role<sup>3</sup> that the SMARTS user will hold<sup>4</sup>:

**Manage Linked User**

**Step 2 of 4: Select the organization record to link with the below person.**

Name:	Test SB Test SB
Account ID:	655340
Business Name:	Test Owner
Contact Phone:	916-341-5536
Email:	stormwater@waterboards.ca.gov

Organization Name:  Role:

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<sup>2</sup> **NOTE:** There may be duplicate organizations listed in the drop down. Each organization record may have different WDID number(s) associated.

<sup>3</sup> **NOTE:** The role assigned in this step must match the role of the account that the SMARTS user created. If the User ID entered was a Data Entry Person (DEP) account role, the user assigning the role should assign a Data Entry Person (DEP) role to the organization.

<sup>4</sup> **NOTE:** Only a Legally Responsible Person (LRP) can assign the Legally Responsible Person (LRP) Role to a SMARTS user(s). A Duly Authorized Representative (DAR) can only assign Data Entry Person (DEP) roles.

6. Review organization selected and assigned role then select “Go To Step 3”<sup>5</sup>:

**Manage Linked User**  
**Step 2 of 4: Select the organization record to link with the below person.**

Name:	Test SB Test SB
Account ID:	655340
Business Name:	Test Owner
Contact Phone:	916-341-5536
Email:	stormwater@waterboards.ca.gov

Organization Name:   Role

7. There are two options to select. “Link Application” or “Link All Applications” described below:

**Manage Linked User**  
**Step 3 of 4: Select Application(s) to Link to Test SB Test SB for the organization: California 123**

Application ID	WDID	Operator And Address	Facility And
Application / WDID: <input type="text" value="Select"/> <input type="button" value="v"/>			
<input type="button" value="Link Application"/> <input type="button" value="Link All Applications"/>			

<sup>5</sup> **NOTE:** The Legally Responsible Person (LRP) can only assign a Duly Authorized Representative (DAR) rights to a user with the same email domain. If the Duly Authorized Representative (DAR) is an employee of the company but with a different email domain, contact the Stormwater Help Desk to request the linkage action.

The ability to link a user to one application at a time is completed by utilizing the drop-down menu to select the application/WDID and selecting “Link Application”. This action can be completed as multiple times to link separate applications:

**Manage Linked User**

**Step 3 of 4: Select Application(s) to Link to Test SB Test SB for the organization: California 123**

Application ID	WDID	Operator And Address	Facility And
Application / WDID: 467280 - 5S34C374728 - California Construction - 12345 Republic Street - Rancho Cordova			

**Link Application** **Link All Applications**

The ability to link a user to all applications at one time is completed by selecting the “Link All Applications” button:

**Manage Linked User**

**Step 3 of 4: Select Application(s) to Link to Test SB Test SB for the organization: California 123**

Application ID	WDID	Operator And Address	Facility And
Application / WDID: Select			

**Link Application** **Link All Applications**

SMARTS will add the Application ID/WDID(s) to the table. The ability to delink is available if you linked the application or WDID number in error, select “Delink” on the right to remove the record:

**Manage Linked User**

**Step 3 of 4: Select Application(s) to Link to Test SB Test SB for the organization: California 123**

Application ID	WDID	Operator And Address	Facility And Address	Role	Update	Delink
467280	5S34C374728	California 123 123 Book It Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670	Data Entry Person	<a href="#">Update</a>	<a href="#">Delink</a>

Application / WDID: Select

**Link Application** **Link All Applications**

8. Once all applicable application(s) are added and displayed on the table, select “Go to Step 4”:

**Manage Linked User**

**Step 3 of 4: Select Application(s) to Link to Test SB Test SB for the organization: California 123**

Application ID	WDID	Operator And Address	Facility And Address
467552		California 123 123 Book it Sacramento CA 95814	
467280	5S34C374728	California 123 123 Book it Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670

Application / WDID:

If you have questions regarding linking, please contact us at stormwater@waterboards.ca.gov or 1-866-563-3107.

9. The option to link the SMARTS user to any future application(s) started for the displayed organization is also available<sup>6</sup>:

**Manage Linked User**

**Step 4 of 4: Select to automatically link to Test SB Test SB to any future applications.**

Link All Future applications?	Organization Id	Organization Name
<input type="text" value="Select"/>	639108	California 123

If you have multiple organization records to link the same SMARTS user to select “Add Another Organization” and repeat the above steps until they are linked to all appropriate Application ID/WDID(s):

**Manage Linked User**

**Step 4 of 4: Select to automatically link to Test SB Test SB to any future applications.**

Link All Future applications?	Organization Id	Organization Name
<input type="text" value="Select"/>	639108	California 123

<sup>6</sup> **NOTE:** If “Yes” is selected the system will automatically link the SMARTS user to any new applications started in the future. If “No” is selected user is only linked to the applications specified in Step 3. The user will not have access to any future applications started if access is needed they will need to be linked manually to the new application.



If you have completed linking the SMARTS user to existing records, select  
“Complete Linking User”:

**Manage Linked User**

**Step 4 of 4: Select to automatically link to Test SB Test SB to any future applications.**

Link All Future applications?	Organization Id	Organization Name
Select ▼	639108	California 123

Add Another Organization Complete Linking User

10. Once completed, the SMARTS user will now display in the list of “Managed Linked Users”:

**Managed Linked Users**

This page allows you to manage users associated with your organization(s).

Below are the user(s) currently associated with your organization(s). Click on the person's name to add or

Link New User Back to Main Menu

Account ID	Name	Business Name
<a href="#">628560</a>	Test, RWQCB	
<a href="#">655340</a>	Test SB, Test SB	Test Owner

11. To manage a SMARTS user already linked to your organization, select the person's  
“Account ID” to add or remove organization(s) or application(s):

**Managed Linked Users**

This page allows you to manage users associated with your organization(s).

Below are the user(s) currently associated with your organization(s). Click on the person's name to add or

Link New User Back to Main Menu

Account ID	Name	Business Name
<a href="#">628560</a>	Test, RWQCB	
<a href="#">655340</a>	Test SB, Test SB	Test Owner



12. To add an additional organization(s), select the “Organization Name” and “Role” from the respective drop-down boxes and select the “Link Organization button”<sup>7</sup>:

To add an additional organization(s), select the record from the drop down box and click the Link Organization button.

Organization Name:  Role:

13. When viewing a linked user, you can verify the organization(s) that they are linked to:

The following organization(s) is/are linked to the above person.

Organization Id	Organization Name	Role	Manage Applications	Link All Future applications?	Update	Delink
639108	California 123	<input type="text" value="Data Entry Person"/>	<input type="button" value="View/Link Applications"/>	<input type="text" value="No"/>	<input type="button" value="Update"/>	<input type="button" value="Delink"/>
640091	Test Site	<input type="text" value="Data Entry Person"/>	<input type="button" value="View/Link Applications"/>	<input type="text" value="No"/>	<input type="button" value="Update"/>	<input type="button" value="Delink"/>

From this screen you can manage applications, link all future applications, update role<sup>8</sup> or delink the user from the associated organization. Linking all future applications will automatically link the selected user to any applications that are started in the future.

14. To view or link applications from a specific associated organization select the appropriate “View/Link Applications” button:

The following organization(s) is/are linked to the above person.

Organization Id	Organization Name	Role	Manage Applications
639108	California 123	<input type="text" value="Data Entry Person"/>	<input type="button" value="View/Link Applications"/>
640091	Test Site	<input type="text" value="Data Entry Person"/>	<input type="button" value="View/Link Applications"/>

<sup>7</sup> **NOTE:** The option to link all associated organizations is also available. This option will link every organization but individual applications/WDID(s) will need to be linked to complete the process.

<sup>8</sup> **NOTE:** A user must contact the Stormwater Help Desk to request their account role be updated from one role to another. Once the user account role has been adjusted, the Legally Responsible Person (LRP) can then update a Data Entry Person (DEP) to a Duly Authorized Representative (DAR) (or whichever role switch was requested).

15. Once an organization has been selected it will highlight the organization in the view and display linked applications below:

**The following organization(s) is/are linked to the above person.**

Organization Id	Organization Name	Role	Manage Ar
639108	California 123	Data Entry Person	View/Link.
640091	Test Site	Data Entry Person	View/Link.

To add an additional organization(s), select the record from the drop down box and click the Link Organization button.

Organization Name:  Role:

**The following application(s) is/are linked to California 123**

Application ID	WDID	Operator And Address	Facility And Address
467280	5S34C374728	California 123 123 Book it Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670

To add an additional application(s) or WDID numbers, select the record from the drop down box and click the Link Application button.

Application/WDID:

16. There are two options to select. “Link Application” or “Link All Applications” described below:

To add an additional application(s) or WDID numbers, select the record from the drop down box and click the Link Application button.

Application/WDID:

The ability to link a user to one application at a time is completed by utilizing the drop-down menu to select the application/WDID and selecting “Link Application”. This action can be completed as multiple times to link separate applications:

**The following application(s) is/are linked to California 123**

Application ID	WDID	Operator And Address	Facility And Address
467280	5S34C374728	California 123 123 Book it Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670

To add an additional application(s) or WDID numbers, select the record from the drop down box and click the Link Application button.

Application/WDID:

The ability to link a user to all applications at one time is completed by selecting “Link All Applications”:

**The following application(s) is/are linked to California 123**

Application ID	WDID	Operator And Address	Facility And Address
467280	5S34C374728	California 123 123 Book it Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670

To add an additional application(s) or WDID numbers, select the record from the drop down box and click the Link Application button.

Application/WDID:

SMARTS will add the Application ID/WDID(s) to the table. The ability to delink is available if you linked the application or WDID number erroneously; select “Delink” on the right to remove the record:

**The following application(s) is/are linked to California 123**

Application ID	WDID	Operator And Address	Facility And Address	Role	Update	Delink
467280	5S34C374728	California 123 123 Book it Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670	Data Entry Person	<a href="#">Update</a>	<a href="#">Delink</a>
467552		California 123 123 Book it Sacramento CA 95814		Data Entry Person	<a href="#">Update</a>	<a href="#">Delink</a>

17. When viewing a user, you may delink them completely from all organizations and applications at one time by selecting “delink user account” located under the user’s information:

**Manage Linked User**

This page allows you to add or remove organization(s) and/or application(s) associated with the following person.

Name:	Test SB Test SB
Account ID:	655340
Business Name:	Test Owner
Contact Phone:	916-341-5536
Email:	stormwater@waterboards.ca.gov